

MEMORANDUM FOR CORPORATE INFORMATION COUNCIL

SUBJECT: Corporate Information Management Functional Group for Materiel Management

By a February memorandum, you were advised of a meeting at which pertinent details of the subject group's efforts would be discussed. (see attachment A). This memorandum provides further information regarding the numbers and types of individuals needed to perform the functional group's tasks.

Each group will be led by an OSD functional official and will require long term, full-time participation by senior-level Component functional and information systems experts. The Materiel Management functional group will convene on March 26, 1990. OSD will fund travel and per diem for participants from outside the National Capitol Region. Please see attachment B for a description of the requirements for group participants.

Individuals nominated for the work group should be the most knowledgeable in materiel management programs and related information systems and will be expected to make substantive decisions regarding system structure and processes. Since the Materiel Management field covers a wide spectrum of discrete disciplines, Work Group members should, preferably, have multi-discipline backgrounds. We will advise the nominating Component as to which nominees are selected based on the extent to which their specific area(s) of expertise will add to the efforts of the group as a whole.

Request nominations, with brief biographies, for membership on the Materiel Management Work Group be provided via datafax (202-694-7484 or AV 224-7484) to Ms Pat Mitchell by March 5, 1990. Questions may be referred to Ms Mitchell on (202) 693-6682 (AUTOVON 223-6682).

DESCRIPTION

Requirements for the Materiel Management functional work group.

The Work Group will be composed of senior staff, operational, and information systems specialists in the materiel management field. They should be persons at the GS/GM-13-15 level who can develop detailed specifications for a single DoD materiel management system and make substantive decisions establishing the structure and procedures of that system. Work Group members are expected to bring their varied experiences and viewpoints together to arrive at a comprehensive and unified materiel management system and, in support of that system, a standard automated information system.

To accomplish this, each Military Service and the Defense Logistics Agency (DLA) should nominate up to ten participants. Sufficient nominations should be made to cover policy, operational, and information systems knowledge in the areas of:

- requirements determination
- maintenance management
- budgeting/funding
- war reserve requirements
- provisioning
- stock control
- requisition processing
- distribution decisions
- contracting
- engineering and technical support
- configuration management
- cataloging
- other significant related subjects.

Other Defense Agencies may nominate specialists at their option.

The specialists will form the core group which will develop the standard functional requirements from conception to final formulation. Participation on the Work Group will be full-time and for the duration of the project.

Once the project is underway, it will be necessary to add functional specialists for limited periods to aid the group in its more detailed research work. Supplemental specialists may serve for one to twelve weeks on an as needed basis.